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From: McCoy, Erin
Sent: Tue 11/1/2016 1:11:24 PM
Subject: Temporary Leave of Absence - Dico

As we discussed on the phone, I will be out of the office starting November 7. I will start working part time mid-December and will be back full time in February. I wanted to give you some notice in case you want to discuss something with me before I leave.

Until I return, please submit notifications and reports as follows:

- Continue to send all correspondence, hard copies, e-mails, etc. to me.
- Continue to submit reports and notifications as usual, especially anything requested within a specified time frame. For any e-mails, Isabel Villaneda –VanVloten will be filling in for me while I am gone, so until I return, cc Isabel on any reports or notifications that are normally sent via e-mail (i.e. monthly reports, etc). Her e-mail is villaneda-vanvloten.isabel@epa.gov.
- If for any reason the P&T system goes offline, notify both EPA (Lynn Juett) and IDNR (Hylton Jackson).
- For anything besides reports or notifications, please contact my supervisor, Lynn Juett at juett.lynn@epa.gov.

I look forward to working with you when I return. If you have any questions, please call me.
Thanks!



Erin McCoy, P.G. | Remedial Project Manager

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